

#### GEORGIA STATE BOARD OF PHYSICAL THERAPY

237 Coliseum Drive MACON, GEORGIA 31217 (404) 424-9966

https://sos.ga.gov/georgia-state-board-physical-therapy

#### INSTRUCTION SHEET FOR APPLICATION FOR REINSTATEMENT

Please read these instructions prior to completing the application. The board rules listed below are for reference and are not meant to be an all-inclusive listing. Please review the laws, rules and policies in its entirety prior to completing this application.

. I. I.									
		ALL APPLICANTS MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION. SUBMISSION OF ALL							
	DOCUMENTS IN O	NE PACKET HELPS TO EXPEDITE THE PROCESSING OF YOUR APPLICATION.							
	APPLICATION	Type or print in ink. You must respond to all questions and requests on the application or it will be returned to							
	& FINGERPRINT you. It is the responsibility of the applicant to complete a fingerprint background check (see additional instructions), send all required documents, application and fee to the Board in one packet. See Board								
	CHECK	Rules in Chapter 490-401.							
	GEORGIA	All applicants must successfully pass the Georgia Jurisprudence examination. Once the board office is in your							
	JURISPRUDENCE	application listing the PT/PTA school attended, the applicant may register to take the GA JAM at							
	EXAMINATION	https://www.fsbpt.org/OurServices/JurisprudenceAssessmentModule(JAM)Services.aspx. To study for the GA							
		JAM review all of the laws, rules, policy statements and FAQs on the Board website.							
	VERIFICATION	You must contact all State Board(s) in which you have <b>ever</b> been issued a license and have them send verification							
	OF LICENSE	directly to our office. You will be asked if you have compact privileges.							
	NPTE EXAM	Request an official copy of your NPTE scores to be sent to the Board. Contact the FSBPT via							
	SCORE	phone at (703) 739-9420 or visit the website <a href="https://www.fsbpt.net/pt">https://www.fsbpt.net/pt</a> .							
	FEE	\$110 (\$100.00 application fee + \$10.00 processing fee). Non refundable application fee if your license has been							
		expired less than 2 years.							
	PROOF OF	Please review Board Rule 490-401 and Board Rule 490-402 to determine Continuing Competence required							
	CONTINUING	for reinstatement. Applicants must provide verification of 30 hours of continuing education to the Board as							
	COMPETENCE	required.							

#### GENERAL INFORMATION FOR ALL APPLICANTS

**APPLICATION STATUS** - Application status can be checked on-line at <a href="https://sos.ga.gov/georgia-state-board-physical-therapy">https://sos.ga.gov/georgia-state-board-physical-therapy</a>.

**APPLICATION REVIEW** - Reinstatement applications must be reviewed and approved by the Board at the regularly scheduled meeting. Board meeting dates are available at <a href="https://sos.ga.gov/georgia-state-board-physical-therapy">https://sos.ga.gov/georgia-state-board-physical-therapy</a>. Information to be presented to the board must be in the board's office not less than two (2) weeks prior to the board meeting. Decisions from Board meetings will be processed in approximately 3-5 business days following the conclusion of the meeting. Correspondence is sent via email.

**INCOMPLETE APPLICATIONS** - See Board Rule 490-2-.01. Applications are void after 60 days from the date of notification of application deficiencies. If all required supplemental documents are not received within that 60-Day window your application will be withdrawn and you will need to reapply.

<u>APPLICATION DEFICIENCY NOTIFICATIONS</u> – Applicants will receive application deficiency notification via email listing documents needed to complete the application.

<u>ADDRESS CHANGES/EMAIL CHANGES</u> - Please immediately notify the board in writing of an email or address change. On such notification please state that you are an applicant.

#### FINGERPRINT BACKGROUND CHECK

<u>Criminal background checks are required by the law for each application for licensure</u>. For more detailed information on how to register to satisfy this requirement, please visit the "Application/Form Downloads" section on the Georgia State Board of Physical Therapy website at <a href="https://sos.ga.gov/georgia-state-board-physical-therapy">https://sos.ga.gov/georgia-state-board-physical-therapy</a> to download the "PT - COGENT-GAPS Instructions."

• Please register to have your fingerprints taken then submit your application or complete them simultaneously as it is your application that signals to staff to visit the COGENT-GAPS site to approve you for printing. If no application is on file with the Board within 30 days of your print registration, approval to get printed will be declined and you will need

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- to pay another fee to register for prints.
- Once approved, you will receive an email from COGENT-GAPS informing you to go to a print location to get printed within 90 days of the date of notification. It is imperative that you complete your fingerprints within that timeframe. If you fail to do so, you will have to pay an additional registration fee with COGENT/GAPS and await approval from the board office to get printed. DO NOT MAIL FINGERPRINT CARDS TO THE BOARD. THEY WILL BE RETURNED TO YOU AND THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.
- Your results are only available for thirty (30) days from the date you submit your prints; therefore, after prints have been taken, you must notify the Board by sending an email to PLB-Healthcare2@sos.ga.gov. If the thirty (30) days have expired and your results are no longer available to the Board you will be required to pay the cost to have your prints retaken.
- \*\* **DISCLAIMER**: The Georgia State Board of Physical Therapy is not responsible for unacceptable or rejected fingerprints; the vendor is responsible for providing acceptable fingerprints.
- \*\* PLEASE NOTE: If you want to challenge the accuracy of the background results or need to correct or update the record, you must notify the Board in writing that you plan to challenge and you will be given 30 days from the date of notice to do so by contacting the entity or court that reported the information in the manner prescribed on the Privacy Rights you were provided.

#### APPLICATION DEFICIENCY NOTIFICATIONS

Applicants will receive application deficiency notification via email listing documents needed to complete the application.

#### **ADDRESS CHANGES/EMAIL CHANGES**

Notify the board in writing of an email or address change immediately and state on the notification that you are an applicant.

#### **POWER OF ATTORNEY**

If you are a person sponsoring an applicant for licensure and want information sent to you rather than the applicant, the Power of Attorney form must be completed by the applicant and included.

PROOF OF ACTIVE DUTY STATUS (if applicable): If you are a military spouse or a transitioning service member of the United States Armed Forces (including the National Guard) and you wish to qualify for expedited processing you must meet the requirements of O.C.G.A. § 43-1-34.

#### STUDYING FOR THE GEORGIA ETHICS & JURISPRUDENCE EXAM

In order to study for this examination applicants are encouraged to review the General Provisions (O.C.G.A. §43-1-19 through to O.C.G.A. §43-1-31), the Georgia Physical Therapy Act (O.C.G.A. §43-33), Board Rules and Policy Statements in their entirety. The information to study for the examination is located in the Laws, Policies and Rules section of the board website at <a href="https://sos.ga.gov/georgia-state-board-physical-therapy">https://sos.ga.gov/georgia-state-board-physical-therapy</a>.

It may also prove beneficial to become familiar with any recent Law or Rule changes which may be reflected on the home page of the website or via the Proposed Rules link.

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## GEORGIA STATE BOARD OF PHYSICAL THERAPY 237 Coliseum Drive MACON, GEORGIA 31217 (404) 424-9966 https://sos.ga.gov/georgia-state-board-physical-therapy

DO NOT WRITE IN THIS SECTION
Receipt#
Applicant#
Date:

# Instructions: 1. Please read the general instructions thoroughly before completing this application 2. If you have ever held a license in this state and are trying to reinstate your license, submit a reinstatement application. 3. Fully complete this application. Type or print clearly. 4. Enclose all required documents and a nonrefundable application fee. Checks returned for insufficient funds will be assessed a \$40.00 service charge pursuant to O.C.G.A. §16-9-20. 5. Sign and have the application notarized; a photograph of the applicant must be attached at time of notary. 6. Indicate type of application: | Physical Therapy Reinstatement | Physical Therapy Assistant Reinstatement |

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	DRESS:																	

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c) Complete the fo	ollowing information	for every PT/PTA license you	u have ever held.	1
LICENSE TYPE (PT/PTA)	LICENSE NUMBER	NAME OF STATE(S) WHERE LICENSED	ACTIVE STATUS? (YES OR NO)	ACTIVE PRACTICE WITHIN 2 YRS OF YOUR APPLICATION DATE? (YES OR NO)
		onal license in the State of Go ation on an additional piece o		P If so, list them below. If more roothe application.
License Type:	L	icense Number:	State:	Status:
License Type:	L	icense Number:	State:	Status:
License Type				
License Type:	L	icense Number:	State:	Status:
License Type: 8. Do you desire a t	L	icense Number: Yes  No If yes, please refe	State: State:	Status: Status:
License Type:  8. Do you desire a thing in the http://sos.ga.gd  9. Professional Endemond Name of Colle	training permit?  Yow/index.php/licensiducation Toge/University	icense Number: Yes  No If yes, please refe	State: State:	Status: Status:
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License Type:  8. Do you desire a thing in the http://sos.ga.gd  9. Professional Endemond Name of Colle	training permit?  Yow/index.php/licensiducation Toge/University	icense Number: Yes  No If yes, please refe	State: State: r to Board Rule 490-20-	Status:
License Type:	training permit?  Yes You Yindex.php/licensiducation ge/University	icense Number:	State: State: r to Board Rule 490-20-	Status:
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Dates attended:  Degree(s) received:  Do you desire a shttp://sos.ga.gd  ADDRES  ADDRES  CITY  Dates attended:  Degree(s) received:  10. As a licensee, it profession. Havin Georgia?	training permit?  Yov/index.php/licensiducation ege/University  YOUR RESPONS:	to	State:  T to Board Rule 490-20  STATE  Date of graduation  Major: , board rules and policie	Status: Status: 4, available at  ZIP on:   -     -     s governing the physical therapy
License Type:	training permit?  Yov/index.php/licensiducation ge/University  is YOUR RESPONS ge you familiarized you Yes  No	to	State: r to Board Rule 490-20- r to Board Rule 490-20- STATE  Date of graduation  Major: , board rules and policies and policies that app	Status:  4, available at   zip  on:  -   -   -    s governing the physical therapy ly to the practice of physical therap

SECTION II: PROFESSIONAL INFORMATION

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present.

#### SECTION III: BACKGROUND INFORMATION

If you answer "yes" to any of the following questions, provide a detailed letter of explanation with your signature affixed on a separate sheet. In addition, "yes" responses to questions 12(b), 12(c), 12(f), sections 12 and 14 will require the submission of a certified copy of the official document (court indictment, police record, certified warrant/court dismissal, verdict or first offender treatment), which indicates the final disposition of any reported case and/or treatment records. You are expected to read each question carefully and completely and to notify the Board of any changes in the background information which may occur prior to the issuance of the license. You will be asked to certify under oath that the answers are true and correct. Failure to answer these questions truthfully and to notify the Board of any changes to the information may be grounds for denial of your application or other disciplinary action. 12.  $\square_{\text{Yes}} \square_{\text{No}}$ Have you registered to have your fingerprint background check completed? (If no, you must do so within The next 48 hours of completing this application). 13. Have you ever: a. | Yes | No Applied for licensure in Georgia? If yes, list the type of license\_ b. Yes No Been arrested, convicted, or entered a plea of guilty, nolo contendere, or been sentenced under the "First Offender Act" for any felony, misdemeanor, or any offenses other than a minor traffic violation? (DUI/DWI's are not minor traffic violations.) c. Yes No Had revoked or suspended or otherwise sanctioned any license issued to the applicant by any board or agency in Georgia or any other state? d. Yes No Been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or any other state? e. Yes No Failed an examination taken for the purpose of obtaining a license as a physical therapist or physical therapist assistant in this or any state, territory or country, or otherwise been informed that you failed to meet the qualifications for licensure as a Physical Therapist or Physical Therapist Assistant upon applying for licensure in this or another state, territory or country? f. Yes No Been sued in a civil action alleging negligence or malpractice on your part or jointly with others in connection with your practice as a Physical Therapist or Physical Therapist Assistant or any other health related profession? 14. In the past five (5) years have you: a. Yes No Been diagnosed with or have you been treated for any of the following: schizophrenia or any other psychotic disorder, delusional disorder, bipolar or manic depressive mood disorder, major depression, antisocial personality disorder, addictive narcotic disorder, addictive drug disorder, addictive intoxicating liquors disorder, substance abuse, or any other condition which significantly impaired your behavior, judgment, understanding capacity to recognize reality, or ability to function in school, work, or other important activities? b. Yes No Suffered any memory loss or impaired judgment for any reason? c. Yes No Been terminated from an educational institution? d. □Yes □No Been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, other psychotic disorders, addictive narcotic, drug, or intoxicating liquors disorder, or substance abuse? 15. Do you: a. Yes No Currently suffer from any disorder that impairs your judgment or that would otherwise adversely affect your ability to practice as a physical therapist or physical therapist assistant? b. Yes No Have any condition which causes substantial impairment of, or limitation on your ability to practice as a Physical Therapist or Physical Therapist Assistant with reasonable skill and safety to the public or presents a threat to the health or safety of another individual? c. Yes No Currently use narcotics, drugs, or intoxicating liquors to such an extent that your ability to practice as a Physical Therapist or Physical Therapist Assistant, according to prevailing performance standards and essential job functions is impaired?

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#### **APPLICANT AFFIDAVIT:**

My Commission Expires \_\_\_\_\_

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Physical Therapy, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and

accurate pursu	uant to O.C.G.A. §	50-36-1:	
1)	I am a United Sta and Verifiable D pages 8 & 9 of th	ocument(s) such as	f age or older. Please submit a copy of your current Secure driver's license, passport, or document as indicated on
2)	I am not a United age or older, or I a Act 18 years of ag other federal imm which includes e	States citizen, but I a am a qualified alien o ge or older with an al- igration agency. Pla ither your Alien nur	am a legal permanent resident of the United States 18 years of or non-immigrant under the Federal Immigration and Nationality ien number issued by the Department of Homeland Security or ease submit a copy of your current immigration document(s) mber or your I-94 number and, if needed, SEVIS number.
_		•	failure to make full and accurate disclosures may result in sical Therapy and/or criminal prosecution.
Signature of Ap	pplicant	Date	_
Print Applicant	's Name		
application for	a license to practic	, who depos	al authorized to administer oaths, comes applicant, es and swears that he/she is the person who executed this <i>rcle one</i> ) in the State of Georgia; and that all of the statements lige and belief.
Sworn to and s	ubscribed before m	ne this	
day of		, 20	
Notary Public	Signature	(Notary S	Seal)

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#### **Professional Licensing Boards Division**

T his form must be completed by the Registrar, Dean or PT/ PTA Program Director of the college/university from which your degree will be conferred. **This form is to be used by applicants who are still in school.** Once you have graduated, you are required to submit a transcript showing your date of graduation.

Name		
will graduate from		
	Name of College	
	a Doctorate or Associates degree.	
Date	(circle one)	
Signature of Registrar, Dean, PT or I (please circle title		Date
Printed name of Registrar, Dean, PT	or PTA Program Director	
	Sworn to and subscribed before	
(School/Registrar Seal OR Notary)	me this day of	
	Notary Public	

Georgia State Board of Physical Therapy 237 Coliseum Drive Macon, Georgia 31217

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### Georgia Bureau of Investigation Georgia Crime Information Center

#### **Consent Form**

			OF PHYSICAL THERAPY	to receive any Georgia
	in Georgia.	nformation pertaining to me w	hich may be in the files of any state	e or local criminal justice
Full Nar	me (print)			
Address	 S			
Sex	Race	Date of Birth	Social Security Number	
, ,		cknowledge that I have been Act Statement (Title 28 United	informed of the Non-Criminal Justi I States Code § 534).	ce Applicant's Privacy
Signatu	re		Date	
Spe	ecial employme	nt provisions (check if appl	icable):	
- - -	Employme	ent with mentally disabled (Pur ent with elder care (Purpose co ent with children (Purpose cod	ode 'N')	
You	ı must select o	ne of the four options below	of or the number of days for auth	orization:
	2	90 days 180 days days from date of . I,	, give consent to criminal history background check	

#### Attachment A

#### NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you
  are provided a copy of the Privacy Act Statement that would normally appear on the FBI
  fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability
  for the job, license, or other benefit must provide you the opportunity to complete or
  challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable
  amount of time to correct or complete the record (or decline to do so) before the agency
  denies you the job, license or other benefit based on information in the criminal history
  record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

#### Attachment B

#### PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Applicant Name		

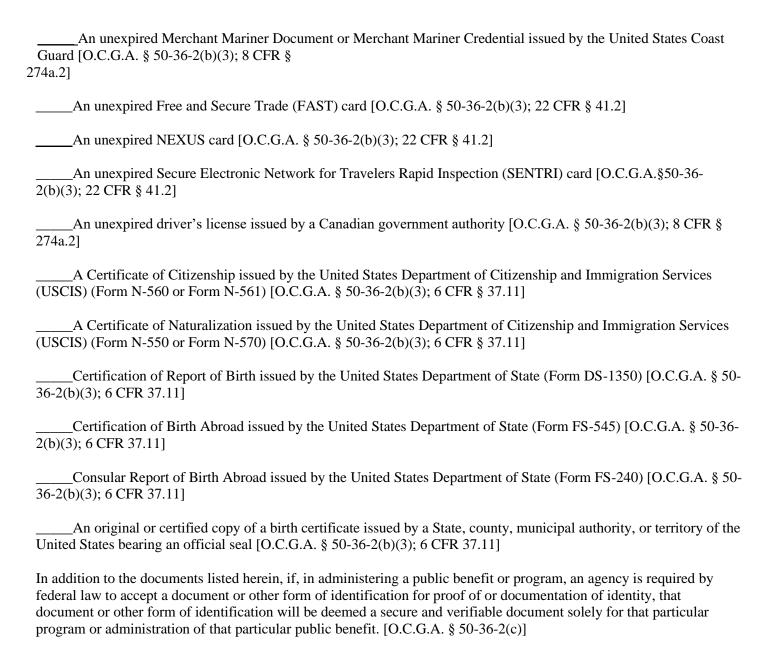
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

#### Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued October 28, 2016, by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA"), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status. An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2] An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2] An unexpired driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]1 An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2] An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/ind ex.htm [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2] An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.21 An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2] A unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law2



1Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.

2Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.